

CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. M-179
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ADMINISTRATION / CENTRAL SERVICES

Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the department.	Screen annually and destroy the material that is no longer needed for current business.
2.	Vendor Files These files contain Contracts and Agreements between the recreation department and various individuals/entities.	Retain old vendor records for three years, then destroy. Current vendor records active as long as vendor remains.
3.	Request for Quotations/Invitations to Bid This series contains the bid specifications, drawings, advertisement, agenda bid tabulations, notice to proceed and letter of contract.	Retain in office for five years after contract completion or until audit requirements have been met, then destroy.
4.	Purchase Orders This series contains the departmental requisitions, price procurement document and resulting purchase order.	Retain in office for three years, then destroy
5.	Reading Files This series contains all documents that are copied to the City Council.	Retain records for three years and then destroy

Approved by Department, Agency, or Division Representative: Date <u>8/23/04</u> Signature <u><i>Catherine E. Waters</i></u> Print Name <u>Catherine E. Waters</u> Title <u>City Clerk / Treasurer</u>	Schedule Authorized by State Archivist. Date <u>OCT 19 2004</u> Signature <u><i>Edward C. Papenfuss</i></u>
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